



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, DIVISION SUPPORT COMMAND
4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

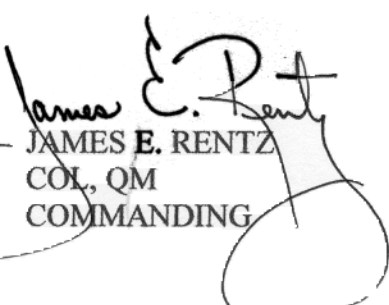
AFYB-SC-CDR

07 DEC 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #18 - Unit Status Reporting (USR)

1. Unit Status Reporting (USR) is a monthly requirement. My intent is to streamline and standardize the process to the level where prompt, orderly turn-ins are the DISCOM standard.
2. The DISCOM USR representative and primary turn-in officer will be the S2, DISCOM. He/she will establish and publish monthly USR guidance as necessary. The S2 will set the DISCOM pre-screen and turn-in dates and also announce the Division pre-screen and turn-in dates. The S1, DISCOM will have primary authority for all personnel related issues and assist the S2 as required. The S4, DISCOM will have primary authority on all equipment related issues and assist the S2 as required.
3. Subordinate units may designate an overall USR representative to compile the monthly report. However, the primary turn-in officers for all DISCOM units will be that unit's S1 and S4. These officers will attend DISCOM pre-screen and turn-in, and be the primary turn-in officers for their unit at Division pre-screen and turn-in to G1 and G4. The exception will be HHC, DISCOM, and the 4ID Band, where the respective unit commanders will designate appropriate USR representatives.
4. All DISCOM units will adhere to published pre-screen and turn-in times to the DISCOM USR representative and 4ID USR representatives. There will be no exceptions.
5. This policy letter will be permanently posted on unit bulletin boards down to company level.
6. **WRANGLERS!!**


JAMES E. RENTZ
COL, QM
COMMANDING

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